

# Harrisburg Redevelopment Authority

## Development Process Guide

### Acquiring Authority-owned Real Estate is a Two-Step Process:

#### STEP 1. 'Potential Developer' Status.

Developer must provide to the Authority a written preliminary proposal that includes the following:

1. **Description of Proposed Use.** A brief description of the project and intended use of the land/building.
2. **Demonstrate Zoning Compliance.** Letter from **Harrisburg City's Planning Bureau\*** that confirms conformance with zoning codes.
3. **Evidence of Past Experience.** Demonstrate experience with similar development projects, including responsible compliance with all applicable codes. ([Statement of Past Participation](#) can be used, or similar document with pertinent information.)
4. **Preliminary Site Plan.** Plan that shows the parcel map; setbacks of building; parking, landscaping, signage, drainage, trash storage/pickup, and traffic flow plans.
5. **Preliminary Elevations** for proposed new construction.
6. **Preliminary Estimate** of development costs.
7. **Preliminary Financing Plan**, including letters of interest or commitment letters, if available.
8. **Preliminary Construction Schedule.**
9. **Offer of Purchase.** Must be fair market price. A minimum \$1,000 non-refundable good-faith deposit must accompany the submission.
10. [Financial Interests Disclosure Statement](#) (*required*).
11. **Financial and Credit Statement** ([HUD Form 92417 can be used](#)). To demonstrate financial viability of developer. ([Financial Privacy Notice](#) *required*)

**First Resolution.** Upon review of these submissions, and at a regular monthly meeting (third Tuesday each month), the Authority Board will consider the **First Resolution** to approve 'Potential Developer' status and the sale of the property based on the submission of the items listed above.

## STEP 2. 'Designated Developer' Status.

**Second Resolution.** The '*Potential Developer*' must finalize the above listed items within a reasonable time period, as set by the Authority. At a regular monthly meeting, the Authority Board will consider a Resolution to approve these final submissions by the '*Potential Developer*'. With Board approval, the Resolution will upgrade the '*Potential Developer*' to '*Designated Developer*', establish the sale price, and authorize all documents and action necessary to transfer the real estate from Authority to the '*Designated Developer*'.

**Settlement** is then scheduled and the '*Designated Developer*' receives a *Redevelopment Contract* (memorializes development plan, schedule, and allows *Designated Developer* to finalize financing) and *Special Warranty Deed* (allows Authority to re-take title to real estate if developer fails to perform).

1. At closing, the '*Designated Developer*' must pay the approved sales price, all transfer taxes, notary, recording fees, and insurance.
2. At closing, if the Financing Plan includes municipal loan(s), the developer must pay loan origination/servicing fees according to the particular City Department's schedule.

If the Financing Plan includes Authority bond financing, administrative and servicing fees based on the amount borrowed must be paid.

**Certificate of Completion.** The developer will receive a *Certificate of Completion* upon final inspection and confirmation that all improvements required by the *Redevelopment Contract* have been completed.

**Extension Fees.** The Authority requires a \$1,000 non-refundable, good faith deposit, if at any time the Developer requests a deadline extension in either of the above Steps.

### **Proposals and Questions can be directed to:**

**Bryan Davis**, Project Director, Suite 206, Rev. Dr. M L King City Gov't Center, 10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101 (717) 255-6639, fax: (717) 255-6421.

*\*Please see attached **Resource List** for Land Development/Subdivision*